



Department of Development Services

Building Services

Development Review

Development Engineering

Long Range Planning

2002

Annual Report

City of College Station, Texas

Citizens of College Station:



The Development Services Department is pleased to present our Annual Report. The Department's efforts to empower neighborhoods, guide development efforts and regulate construction are the tools for building a stronger city.

Neighborhoods are the foundation of our city. To that end the Department has focused its efforts on the revised development regulations incorporating neighborhood protection standards. These standards will limit nuisances resulting from commercial developments in proximity to existing residential areas. These new regulations will be enacted in the form of the Unified Development Ordinance (UDO). The UDO contains revised buffer, lighting and setbacks standards that promise to provide for a more aesthetic city.

College Station experienced phenomenal growth in the past year. The Department permitted a record \$146.8 million in construction. A professional staff with over 150 years of professional experience went the "extra mile" assisting the development community and our fellow citizens during this record year.

We thank you for your continuing support, and we look forward to a significant and successful year in 2003.

Sincerely,

A handwritten signature in black ink, reading "Kelly E. Templin". The signature is fluid and cursive, with the first name "Kelly" and last name "Templin" clearly visible.

Kelly E. Templin, AICP
Director

Volunteer Boards

Many of the department's functions are enhanced by and through public participation using volunteer boards. The boards are appointed by the Mayor and Council and are instrumental in our planning process.

Planning & Zoning Commission

Serves as a review body to recommend changes in development codes to the City Council and to recommend on development cases. Its broad purpose is to prepare, adopt and modify a comprehensive plan for the City for subsequent approval and adoption by the City Council. The Commission also considers all subdivisions of land in preparation for development in the City and ETJ.

- Rick Floyd (Chair)
- Carolyn Williams
- Scott Schafer
- Craig Hall
- Ben White
- Phil Trapani
- Wallis McMath

Project Review Committee

Reviews variance requests to the City's Driveway Ordinance and considers projects in Northgate.

- 3 rotating members of the Planning & Zoning Commission

Zoning Board of Adjustment

Hears and decides appeals for interpretations, special exceptions, and variances to the terms of the Zoning Ordinance.

- Leslie Hill (Chair)
- Dick Birdwell
- John Richards
- Graham Sheffy
- Rodger Lewis
- Denise Whienant (alternate)
- Randall Allison (alternate)
- Jay Goss (alternate)

Construction Board of Adjustments & Appeals

Hears appeals of decisions, considers interpretations of the Building Official, and considers variances to the terms of the technical construction codes.

- Dan B. Sears (Chair)
- George McLean (Vice Chair)
- Frank Cox
- Canon Perdue
- Glenn D. Thomas
- Mark Clayton
- Kevin Kuddes
- Larry D. Patton

Historic Preservation Committee

Aids in the collection and preservation of the City's history. It provides for education of citizenry. Program emphasis on designation of historic home sites and buildings throughout College Station.

- Bill Lancaster
- Carol Conlee
- Marsha Sanford
- Alexandra Davis
- David K. Chester
- Robert McGee
- Shirlei Dannhaeuser
- John Grom
- Patricia McDermott
- Randall Allison

Design Review Board

Reviews all proposed developments in the Wolf Pen Creek Corridor.

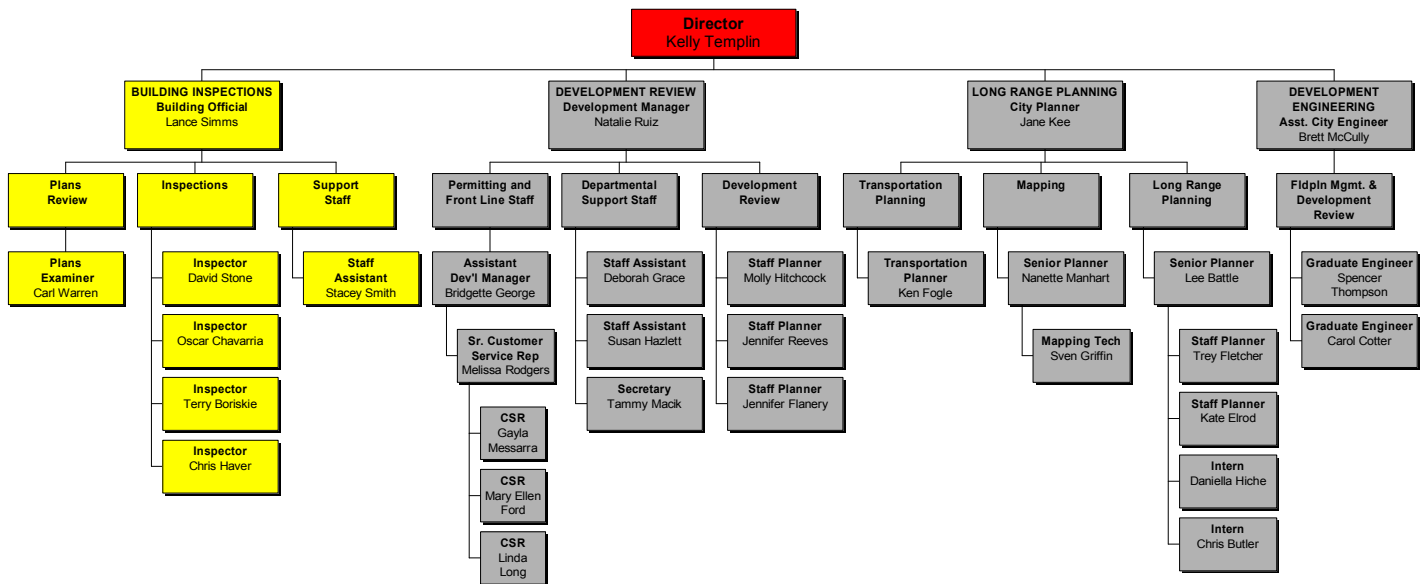
- Bill Trainor
- George McLean
- Alan King
- Judy Holt
- Phillip M. Kelby

Building Services

The Building Services Division is responsible for ensuring that all new construction and renovation work complies with adopted building codes and standards. This is accomplished by examining the plans before a building permit is issued and inspecting the project as it is constructed to see that minimum standards are met and appropriate materials are used. The Building Division also enforces the property maintenance code to include substandard structure abatement.

Staff

The Building Division consists of the building official, a plans examiner, four building inspectors and a staff assistant.



Accomplishments

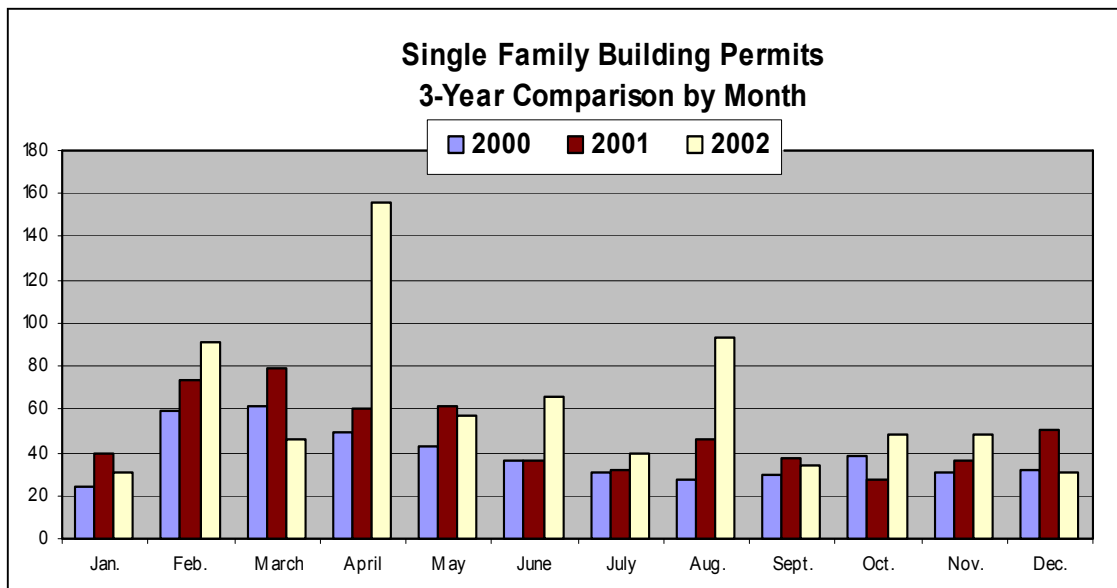
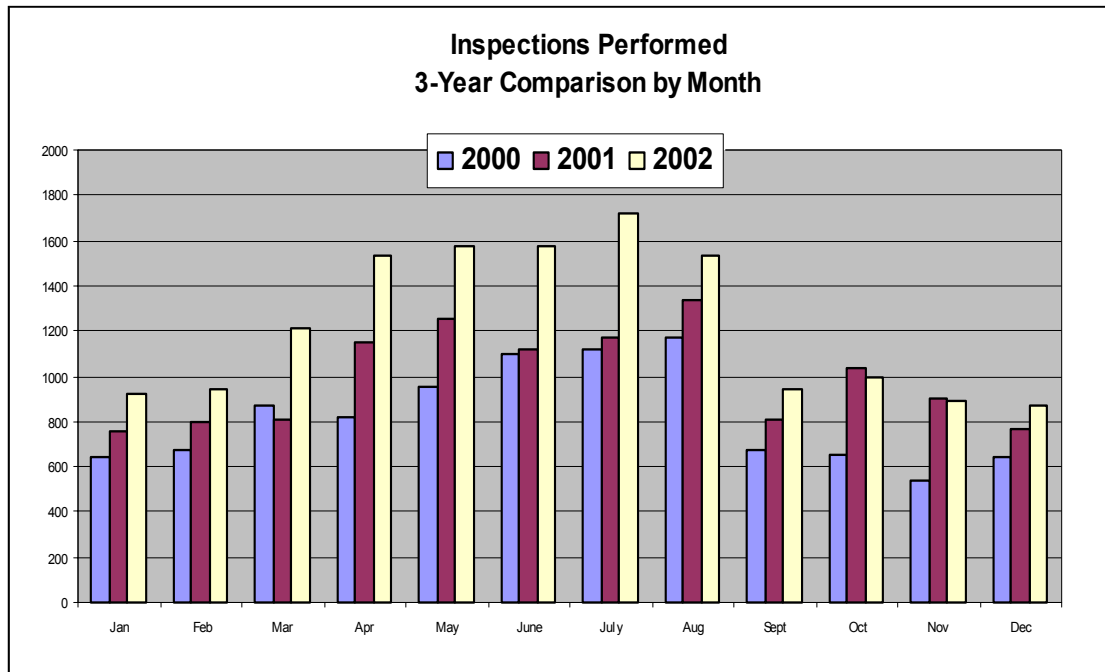
In 2002, Building Division participated in an extensive survey sponsored by the Insurance Services Office (ISO) that evaluated three emphasis areas (code administration, plan review and field inspections). The survey results revealed that the City's classification improved from a 6 to a 4 (based on a 1 to 10 scale with 10 representing the minimum requirements). The survey information is used by insurance companies and could result in lower property insurance rates for College Station

property owners. The methodology used by the ISO survey is similar to that of the Fire Protection Rating.

Also, the Building Services Division experienced a record number of single-family home permits. By year end, 740 permits for single-family homes were issued which resulted in higher than average workloads in terms of plan review and inspections. Below are charts that show a three-year history of single-family permits issued and inspections performed. As indicated, 2002 permits and

The Building Services Mission is to provide efficient code administration, thorough building inspections, and accurate historical records for the citizens of College Station and the public in general so that they can live in a safe, secure, and healthy environment.

inspection totals represent a significant increase over the previous two years. Total construction valuation (unadjusted for inflation) was at an all time high in 2002 with over \$146.8 million permitted.

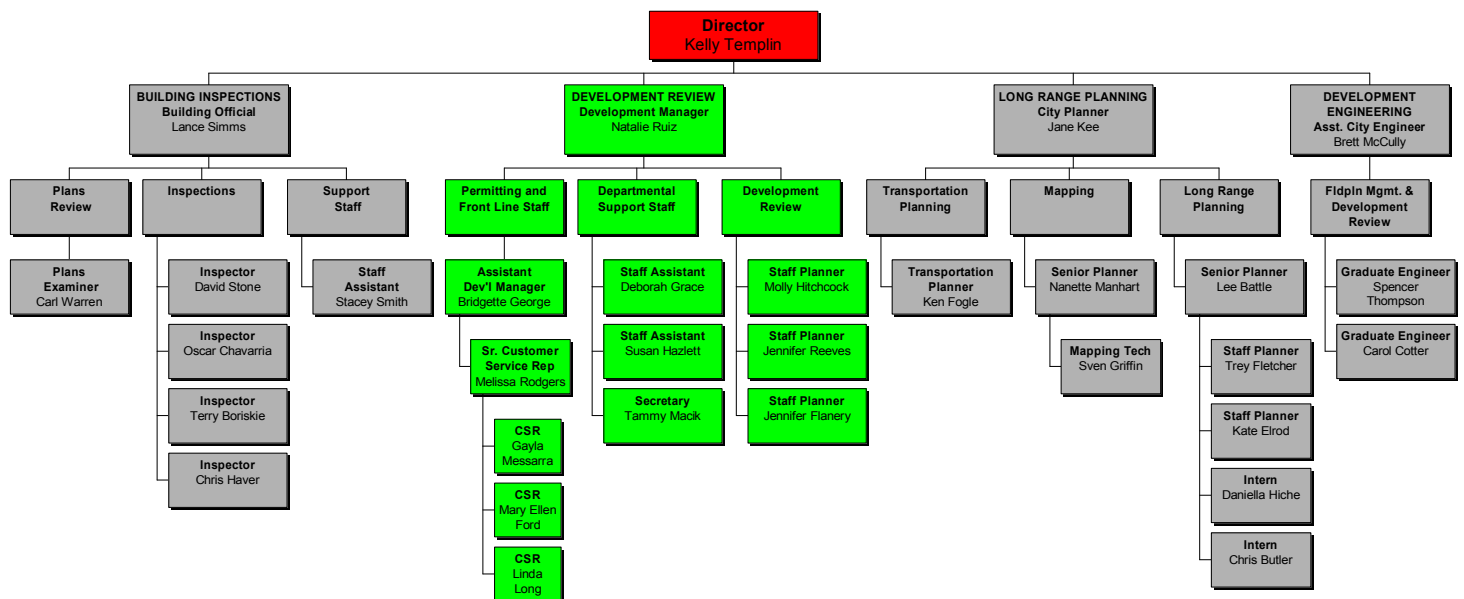


Development Review

The Development Review Division evaluates and processes all development proposals throughout the City to ensure compliance with the City's Comprehensive Plan. This Division monitors and coordinates development project activities from the early idea stages to final inspection. The Development Review staff provide support services to the department, as well as the Planning & Zoning Commission, Historic Preservation Committee, Zoning Board of Adjustment, and other related committees.

Staff

The Development Planning staff consists of permitting and front line staff, departmental



support staff and development review.

Accomplishments

In 2002, the Development Review Division, which consists of 12 staff members, processed 257 development projects which resulted in the production of 126 staff reports and coversheets for 53 public meetings. The Division facilitated 136 pre-development meetings, issued 6,728 permits, and received over \$1.8 million in development-related fees.

None of this could be achieved without teamwork, overcoming staff turnover in key positions resulting in better turnarounds on construction plans and staff reports. This positive attitude also translates into improved customer service among a front line staff who is motivated and professional.

Communication Improvements

The Mission of the Development Review Division is to provide the highest quality services for our citizens and the development community so that they can benefit from a well planned community that enhances and protects the quality of life.

- Participation in Neighborhood Conference
 - Full Engineering Staff
 - Sr. Customer Service Rep. - help free-up time for Development Coordination
 - Participation in Long Range Planning Studies:
 - ◆ Mixed-Use Study
 - ◆ T-fare Plan Amendment
 - ◆ Annexation Area #1
 - Quarterly breakfast meetings with the development community
 - Web site improvements and updates
 - Monthly Building & Development Newsletter
- Legal Conference
 - National APA Conference
 - COG Training for Commissioners
 - Management Academy
 - Supervisory Academy

Cross-Training

- Multiple-type case reviews - Each planner has experience with every type of case that we process
- Sanitation - Toured recently developed sites with sanitation staff to better understand operational aspects
- Platting - Some experience in this area for all staff planners. Still need to focus on in 2003
- Predevelopment Meetings
- Front Office - Many of the Customer Service Reps cross-trained with other support staff to include attending P&Z, ZBA and DRB meetings

UDO Participation

- Landscaping
- Buffering
- Signs
- Processing
- Formatting & Editing

Professional Development

The Numbers... *Development Review Staff*

Prepared **126** staff reports

Attended **53** public meetings

Facilitated **136** pre-development meetings

Issued **6,728** permits

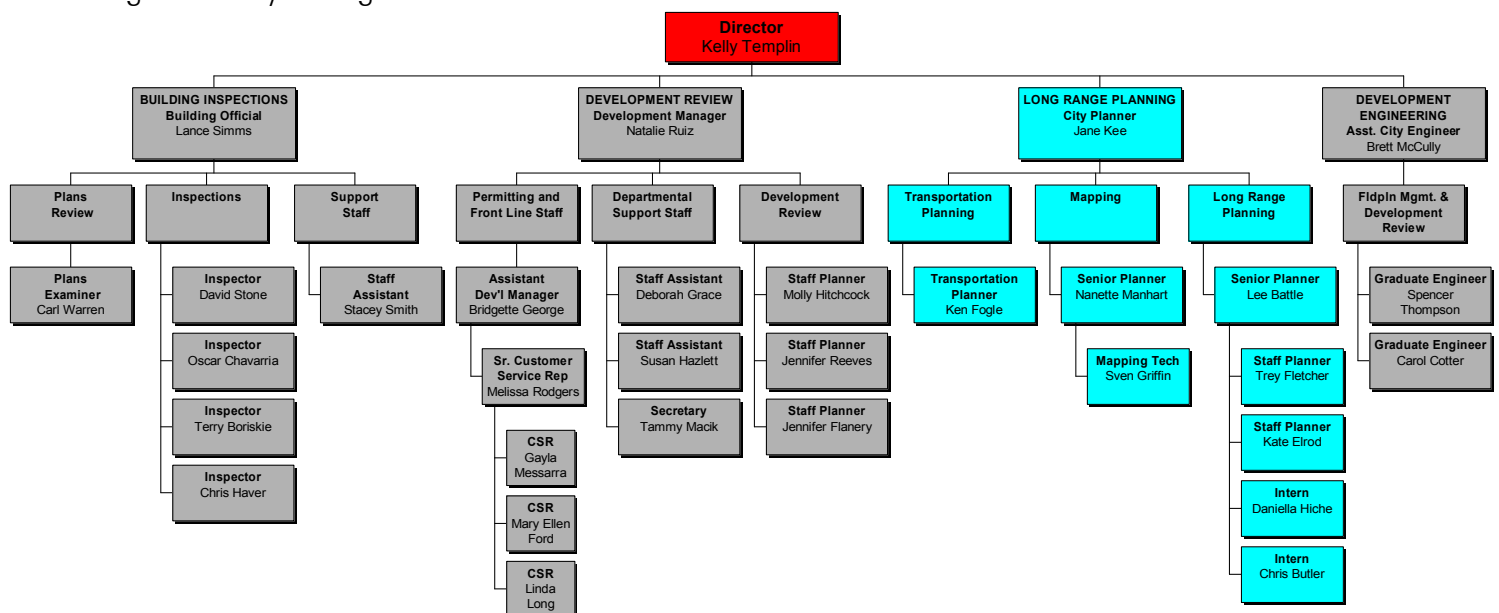
Generated **\$1.8 million** in development fees

Long Range Planning

The Long Range Planning Division is principally responsible for maintaining the comprehensive plan and providing neighborhood services to our community. The comprehensive plan is the primary tool used by the City to guide decisions related to physical development. Its policies, goals and objectives are long term and comprehensive in nature. This is a pro-active program that includes participation in regional, city-wide, neighborhood and small area planning.

Staff

The Long Range Planning Division consists of the City Planner and professional staff in Transportation, Mapping and Long Range Planning. The City's Neighborhood Services



functions are also within this division.

Accomplishments

The Division's performance is gauged by the completion of plans and studies on time and within budget and by the provision of community education through various forums.

This past year the division had a high degree of turnover including a senior planner and a staff

planner position. Both positions were filled and training is underway. A senior planner position involved in Neighborhood Planning was eliminated. Even with these changes, the 6 staff members in the Long-Range Planning Division accomplished many things. The following indicates the level of accomplishment over the past year.

The mission of the long range planning division is to support the College Station community by providing professional leadership in the creation of goals, strategies and plans that further a shared vision of exceptional quality of life, sound development and thriving neighborhoods

Council Strategic Issues

- Coordination of the 1st Annual Brazos Valley Regional Transportation Summit held in April (for a 10-county region)
- Annexation of 4,200 acres completed November 2002
- Comprehensive Plan Amendments
 - ◆ Rock Prairie Small Area Plan Amendment
 - ◆ Bikeway Master Plan Update
 - ◆ White's Creek Thoroughfare Plan amendment
 - ◆ Cornell Thoroughfare Plan amendment
 - ◆ Annexation Area #1 Land Use and Thoroughfare Plan amendment
- Participation in research and writing of sections of the Unified Development Ordinance
- Guest speaker for the Leadership Brazos Program on the topic of growth and development
- Bee A Good Neighborhood seminar participant
- Retired Senior Volunteer Program guest speaker
- Neighborhood Picnic participant
- Speaker at 20 neighborhood and community groups
- Junior Achievement volunteer teaching 3rd graders about City government
- Involved as officers in our American Planning Association, Central Texas Section of Texas APA

Ordinance Amendments

- Parkland Dedication ordinance revisions to update fees completed January 2002
- Wolf Pen Creek zoning ordinance amendments dealing with trail locations
- Design Review Board Membership modification

Neighborhood Services

- 2nd Annual 1/2 day Neighborhood Conference attended by
- Registered Alexandria Neighborhood
- Completed 2 Gateway Grants
- Produced quarterly newsletters sent out to 22 registered neighborhoods

Division members also participate in gaining training in various fields. Last year staff members received emergency management training, training in using the GIS system in everyday planning and leadership training.

Awards and Recognition

- *Planning Excellence* from the American Planning Association-Texas Chapter for the effort put into training Planning & Zoning Commissioners and keeping the City's Comprehensive Plan current.
- The City Planner for the City of College Station also received the *Planner of the Year* Award from the Central Texas Section of the American Planning Association.

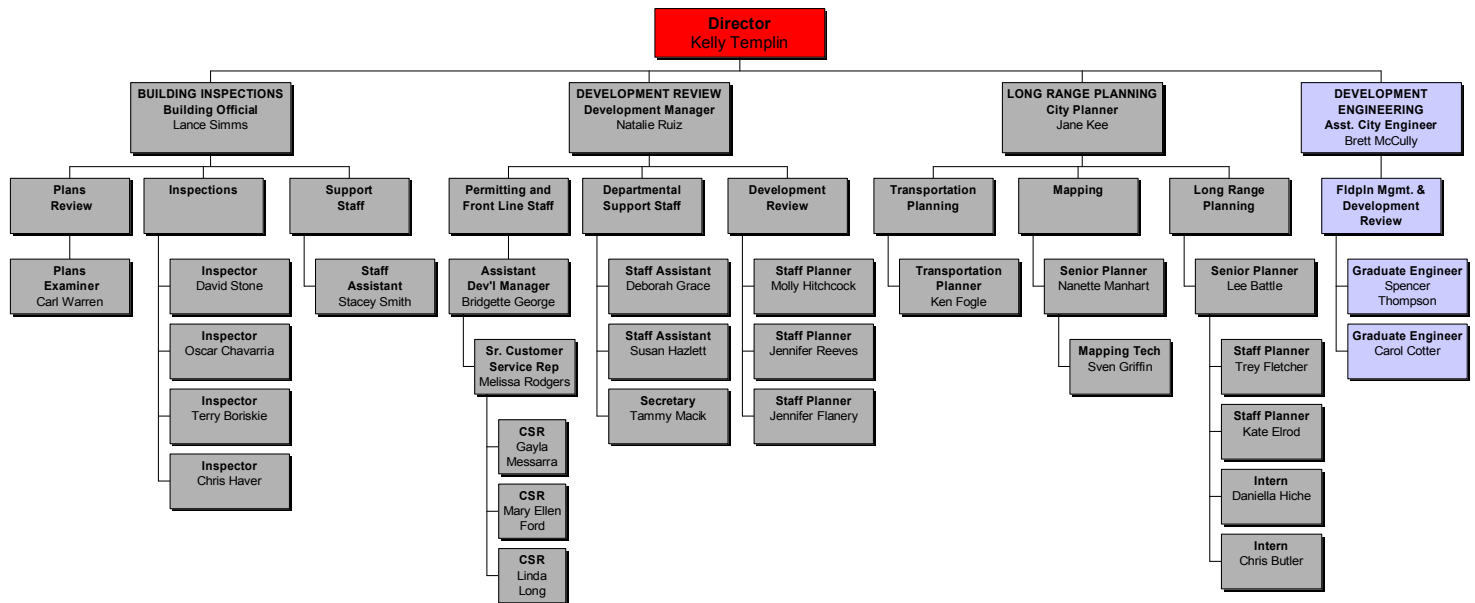
Educational outreach was an important element of the Division's performance last year as is evidenced by the following list:

Development Engineering

The Development Engineering Division is responsible for development review, administration of the flood hazard protection ordinance, impact fees, the Foxfire Sanitary Sewer Master Plan, driveway access policies and preparing, maintaining and updating the engineering standards manual.

Staff

The Development Engineering Division consists of the an assistant city engineer and two graduate engineers. As an Assistant City Engineer, Brett McCully also serves as the City's Floodplain Administrator. All are active members in the American Society of Civil Engineers.



Accomplishments

Initially, this division was very short-handed. Achieving full staffing in 2002 has allowed the division to accomplish more than the basic review and return to proactive administration.

Technical equipment has been updated to facilitate plan submittals in a digital format.

A draft Engineering Standards Manual was developed by staff. The manual consists of engineering guidelines, standard design details, and standard construction specifications. This manual has been based on the information generated in conjunction with the City of Bryan several years ago, and since adopted by Bryan. The final manual will include process and infrastructure requirements for ETJ developments in

The Mission of the Development Engineering Division to enhance the health, safety and welfare of the public within the City of College Station through the professional and competent administration of Council adopted policies, ordinances and regulations as they apply to construction and development.

concert with County requirements as well as redevelopment projects within the City.

The City's existing utility impact fee areas have been evaluated in response to legislative changes at the state level. Numerous facts are changing how the impact fees are calculated, and how the administrative updates are conducted. All four of the existing administrative reports, including two new ones, will be presented to both Planning and Zoning Commission and the City Council for update approvals in Spring 2003.

Engineering has worked in conjunction with the technical staff at the City of Bryan on several projects proposed along the boundary between the cities where floodplain issues effect both jurisdictions. This cooperation has resulted in approvals from the Federal Emergency Management Agency (FEMA) for multiple projects.

Engineering has established a process for handling the increasing number of drainage complaints received by individual homeowners. These issues stem from changes in the way that subdivision developers and home builders have approached lot drainage, which has required a new process to address resulting concerns.

Engineering continues to provide professional engineering design services for the Public Works department on smaller capital projects. In addition to providing opportunities to keep technical staff practiced in design, this process saves significant amounts of budgeted funds by avoiding the use of consultants on projects of this scale.



City of College Station
www.ci.college-station.tx.us
Development Services Department
devservices.ci.college-station.tx.us